

Infant Menu & Production Record Instructions

Child Care Centers participating in the Child and Adult Care Food Program (CACFP) are required to offer a meal to every child in care, including infants.

The Infant Menu and Production Record documents the type of food and amount of food prepared and offered at each meal. The record demonstrates that the CACFP infant meal pattern is met. However, centers may use the record for dual purposes i.e.) licensing requirements or a daily record to share the infants day with parents. At minimum, meals claimed for reimbursement in CACFP must be recorded. Up to three meals per day may be claimed; if three meals are claimed, at least one must be a snack. The record is to be completed at time of each meal is served for each infant claimed for reimbursement.

The infant meal pattern for the CACFP divides the infant's first year into three age groups: Birth through 3 months, 4 through 7 months, and 8 through 11 months. Ranges given for each food portion in the meal pattern to allow for flexibility based on the infant's rate of development and appetite. The portions prepared and offered must be equal to or exceed the minimum required portion on the infant meal pattern.

For further information refer to Crediting Foods in the Child and Adult Care Food Program or Feeding Infants, A Guide for Use in the Child Nutrition Programs.

There are several Infant Menu and Production Record formats to choose from. Providers may decide which record is appropriate for their center.

Instructions:

Daily Infant Menu and Production Records: This form is for several children of one age group, for one day. Fill in the center name and date. Fill in the children's name and age and/or date of birth. Write the names of all infants served. Indicate the specific kinds and amounts of foods served to each infant based on the meal pattern requirements. For example: 6oz. breastmilk, 2Tbsps cereal, 2Tbsps peaches.

Weekly Infant Menu and Production Records: This is for one child for all week. Fill in the center name and the date. Fill in the child's name and age and/or date of birth and age group when indicated. Indicate the specific kinds and amounts of foods served to each infant based on the meal pattern requirements. For example: 6oz. formula, ½ slice of toast.

Please contact CACFP with questions you may have regarding the feeding or claiming infants. Visit our web site for forms and resources: www.childcare.mt.gov



Early Childhood Services Bureau
Child & Adult Care Food Program

Phone: (406) 444-4347
Fax: (406) 444-2547
Toll Free: (888) 307-9333




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Infant Menu & Production Record for CACFP Individual Infant

Center Name: _____

Prepared by: _____

Childs Name: _____ **Age:** _____

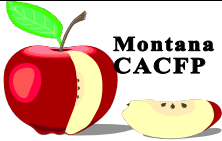
	<p>Breakfast</p>	<p>Lunch or Supper</p>	<p>Snack</p>
<p>Date:</p>			

CACFP Infant Menu and Production Record Multiple Infants

Center Name: _____

Prepared by: _____

Day/Month/Year: _____

	Breakfast		Lunch or Supper		Snack	
Name: Last, First, Age	Menu	Amount Prepared	Menu	Amount Prepared	Menu	Amount Prepared